

Technology Trust Fund

FY07 TTF Budget and Reimbursement Manual

Circuit Court Clerks

Compensation Board

August 1, 2006

Table of Contents

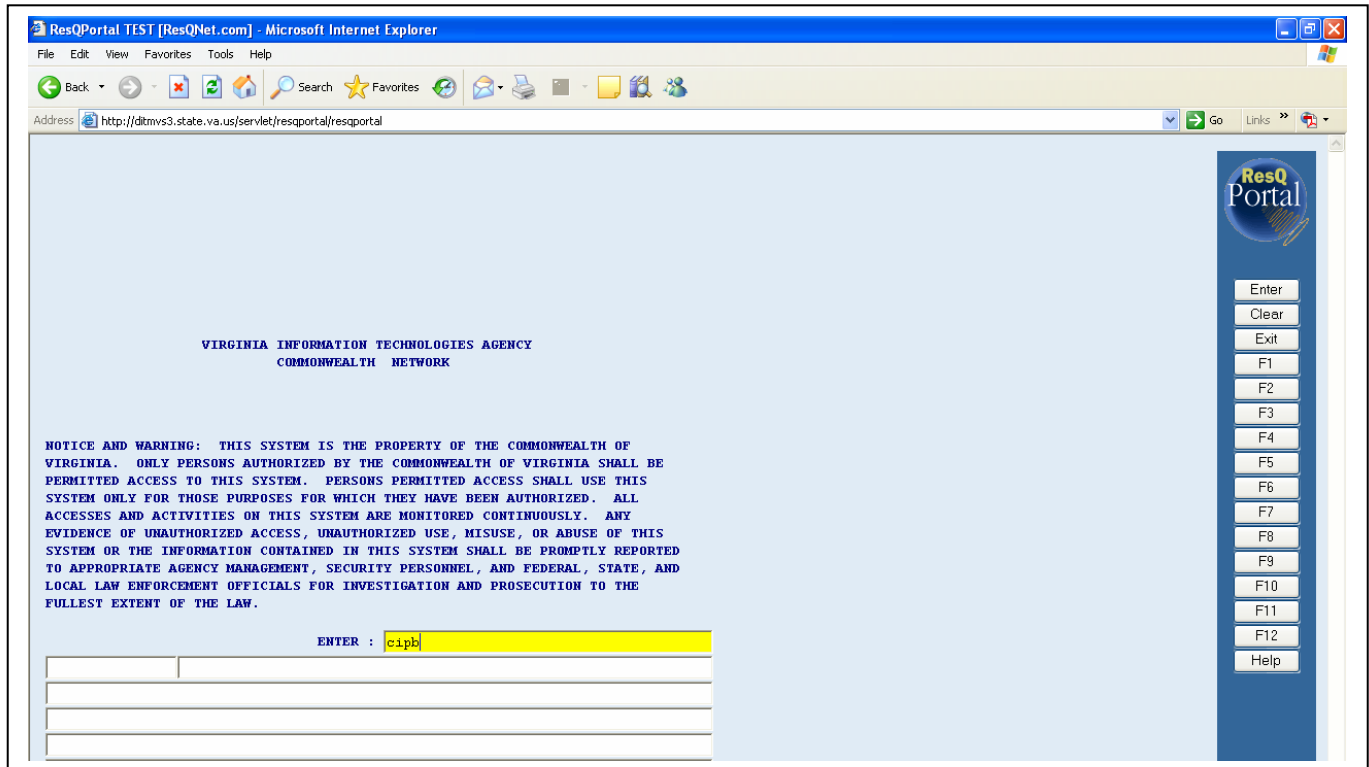
Part A	FY07 TTF Budget Request Process	1
<i>Screen 1</i>	VITA Network	1
<i>Screen 2</i>	Logon ID and Password	2
<i>Screen 3</i>	Last System Access	3
<i>Screen 4</i>	COIN Main Menu	4
<i>Screen 5</i>	FY07 TTF Budget Request Introduction	5
<i>Screen 6</i>	FY07 TTF Budget Request Main Menu	7
<i>Screen 7</i>	FY06 TTF Progress Survey	9
<i>Screen 8</i>	Certification for Secure Remote Access Security Standards	13
<i>Screen 9</i>	Certification for Currently Providing Secure Remote Access	14
<i>Screen 10</i>	Certification for Not Currently Providing Secure Remote Access	16
<i>Screen 11</i>	Election to FY07 \$4 Budget Request or Carryover	18
<i>Screen 12</i>	Certification for Not Currently Providing SRA with Election to Budget	20
<i>Screen 13</i>	Certification for Carryover of FY07 \$4 Available Balance	21
<i>Screen 14</i>	Certification to Use FY07 \$4 Money for Civil or Criminal Divisions	22
<i>Screen 15</i>	\$4 Budget Request for Equipment	24
<i>Screen 16</i>	\$4 Budget Request for Services	26
<i>Screen 17</i>	Certification for FY07 \$4 Budget Request	28
<i>Screen 18</i>	\$1 Fund Budget Request for Equipment	29
<i>Screen 19</i>	\$1 Fund Budget Request for Services	31
<i>Screen 20</i>	Certification for \$1 Fund Budget Request	33
<i>Screen 21</i>	FY07 \$4 and \$1 Budget Request Totals	34
	Purpose Codes for \$4 Equipment and/or Services Requests	35
Part B	FY07 TTF Mid-Year Docket Request	36
<i>Form 1</i>	FY07 \$4 Carryover-to-Budget	38
<i>Form 2</i>	FY07 \$4 Equipment Request	39
<i>Form 3</i>	FY07 \$4 Services Request	40

Table of Contents

<i>Form 4</i>	FY07 Secure Remote Access Security Standards Certification	41
<i>Form 5</i>	FY07 \$4 for Civil or Criminal Divisions	42
Part C	FY07 TTF Monthly Reimbursement	43
<i>Screen 22</i>	COIN Main Menu	45
<i>Screen 23</i>	Reimbursement Processing Menu	46
<i>Screen 24</i>	FY07 TTF Equipment and Services Expense Request	47
Code of Virginia		
§ 17.1-279	Additional fee to be assessed by Circuit Court Clerks for information technology.	49
§ 2.2-3808.2	Posting certain information on the Internet; prohibitions.	50

PART A ~ FY06 TTF Budget Request

Screen VITA Network



VITA Network

Logon to the Virginia Information Technologies Agency (VITA) network using one of three methods:

- VITA Mainframe via locality networks;
- Attachmate or ResQportal options using the Compensation Board web site Restricted Access tab; or
- VITA access via Supreme Court of Virginia (Clerks only).

For more instructions regarding logon to COIN see the Compensation Board web site at http://www.scb.state.va.us/coininformation/coin_production_instructions.pdf.

Screens from ResQportal are shown in this manual.

Production Region

Enter the four-letter code, **c1pb** to logon to the Production Region. Do NOT logon using **cidc**, the testing region.

Continue

Press **ENTER** to continue the logon process.

PART A ~ FY06 TTF Budget Request

Screen Logon ID and Password

ResQPortal TEST [ResQNet.com] - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Reload Print Copy Paste

Address http://ditmvs3.state.va.us/servlet/resqportal/resqportal Go Links

SYSTEM: CIDC DPH2C2312 *** WELCOME TO CICS ***
CICS DC SYSTEM SECURED BY CA-ACF2/CICS 8.0

TERMINAL: 0184
NODE: TC300067

DAY: FRIDAY

SYSTEM DATE: JULY 28, 2006
SYSTEM TIME: 12:26 PM

LOGONID: ==>
PASSWORD: ==>
NEW PASSWORD: ==>
(enter twice) ==>

ResQ Portal

Enter
Clear
Exit
F1
F2
F3
F4
F5
F6
F7
F8
F9
F10
F11
F12
Help

Logon ID

Enter your **COIN USER ID**, an alpha-numeric code supplied by the Compensation Board. The first three characters of your ID are letters of the alphabet. This is a required field.

Password

Enter your **password**. If your password has expired, contact the Compensation Board to reset your password at (804) 786-0786.

Continue

Press **ENTER** to continue the logon process.

PART A ~ FY06 TTF Budget Request

Screen 3 Last System Access

ResQPortal TEST [ResQNet.com] - Microsoft Internet Explorer

Address: <http://dltmvs3.state.va.us/servlet/resqportal/resqportal>

main

ACF01137 SCBC1 LAST SYSTEM ACCESS 11.29-07/28/06 FROM 0182
ACFAE139 CICS 0184 Signon OK: User=SCBC1 NAME=LISA CARSON

ResQ Portal

Enter
Clear
Exit
F1
F2
F3
F4
F5
F6
F7
F8
F9
F10
F11
F12
Help

Last System Access

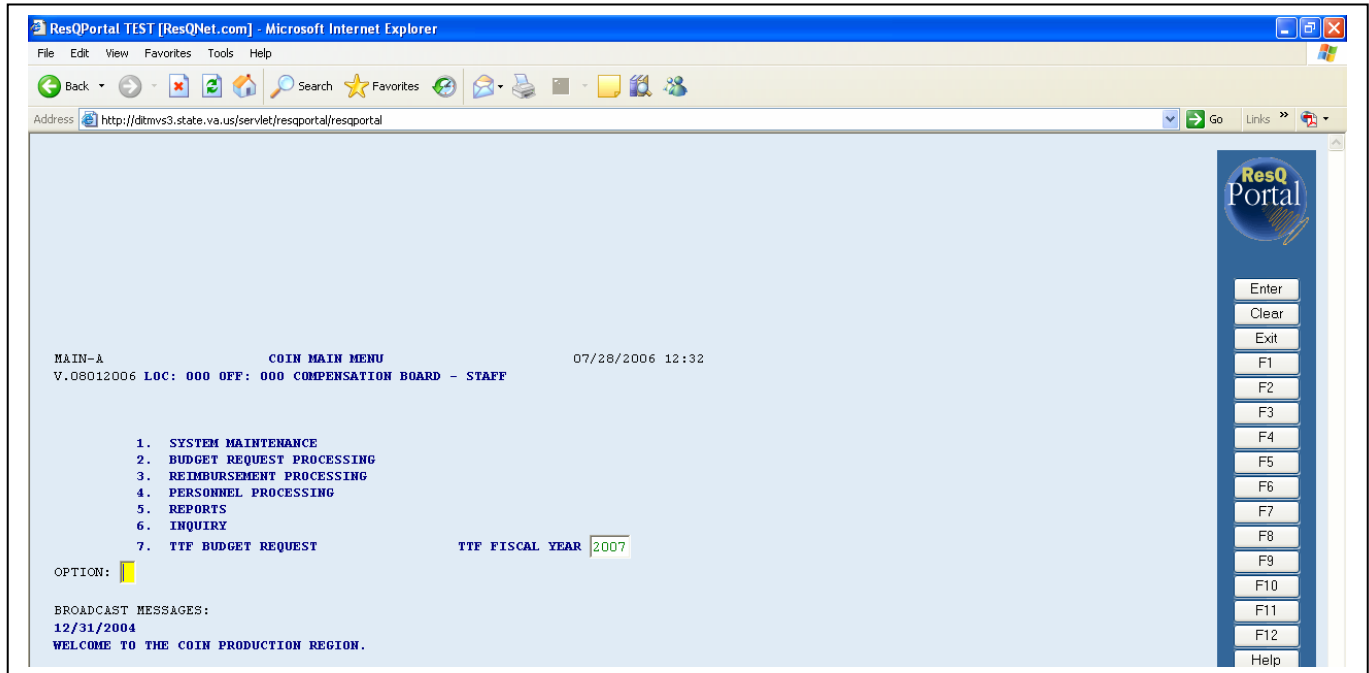
Enter the four-letter code **main** as the last system access to the COIN Main Menu.

Continue

Press **ENTER** to continue the logon process.

PART A ~ FY06 TTF Budget Request

Screen 4 COIN Main Menu



Option Enter 7 to choose the TTF Budget Request.

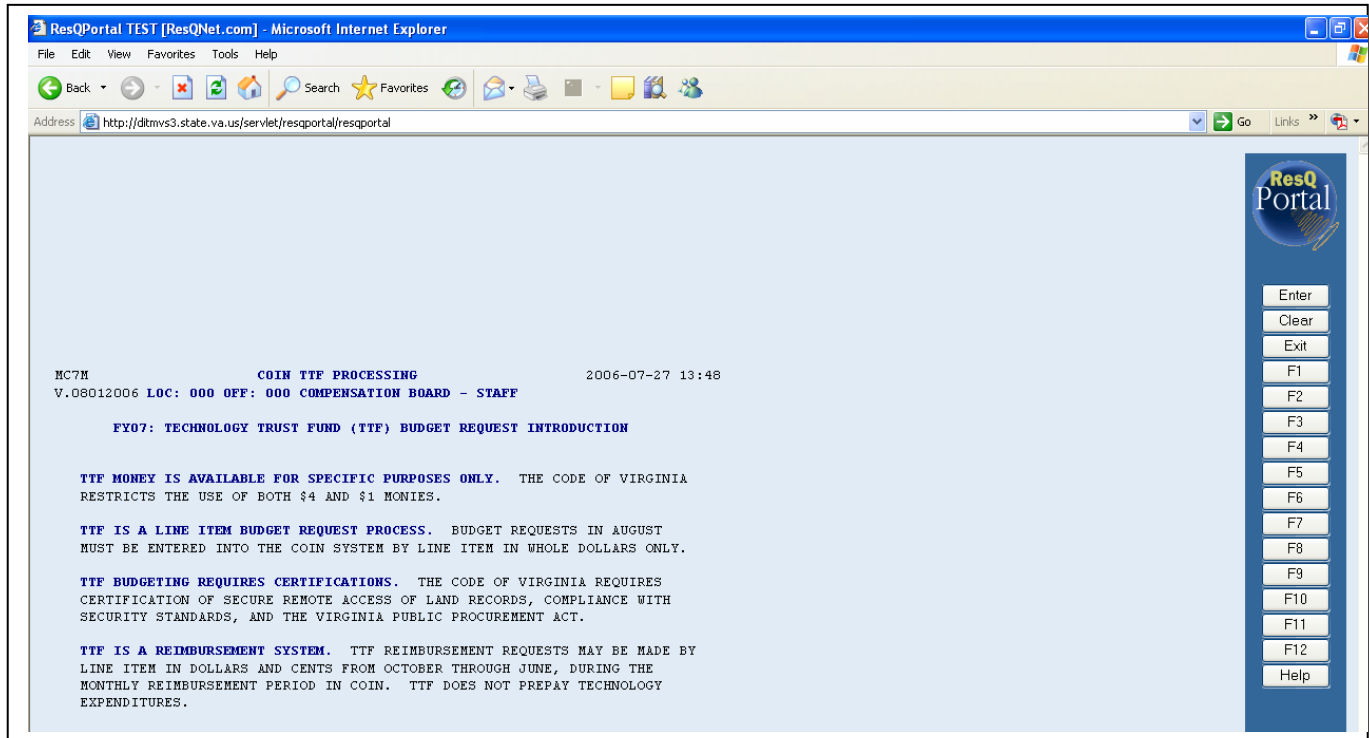
TTF Fiscal Year **FY07 is the default fiscal year** on the FY07 TTF Budget Request Main Menu. You may view a previous fiscal year.

Continue Press ENTER to continue to the TTF Budget Request Main Menu.

PART A ~ FY06 TTF Budget Request

Screen 5

FY07 TTF Budget Request Introduction



Introduction Screen

TTF is available for specific purposes only. The Code of Virginia, § 17.1-279, outlines the use of TTF funds. Purpose Code Bi-v and F on page 35 of this manual apply to \$4 funds. \$1 monies may only be used to provide secure remote access (SRA) to land records on or before July 1, 2007.

TTF is a line item budget request process. Budget requests in August must be entered into the COIN system by line item in whole dollar amounts. When budgeting, the Clerk must supply the following information for each budget request:

Equipment	Equipment Description, Purpose Code, Unit Cost, and Quantity
Services	Vendor Name, Service Description, Purpose Code, and Total Cost

TTF budgeting requires certifications. The Code of Virginia, § 17.1-279, requires Circuit Court Clerks to submit to the Compensation Board written certifications for both \$4 and \$1 budget requests. The Clerk must certify compliance with security standards developed by the Virginia Information Technologies Agency (VITA). The required certifications are built into the TTF Budget Request process in COIN. The Code of Virginia also requires certification of the Virginia Public Procurement Act.

TTF is a reimbursement system. TTF reimbursement requests must be made by line item in dollars and cents from October through June during the monthly reimbursement period in COIN. TTF does not prepay technology expenditures.

Continue

Press **ENTER** to proceed to the TTF Main Menu.

PART A ~ FY06 TTF Budget Request

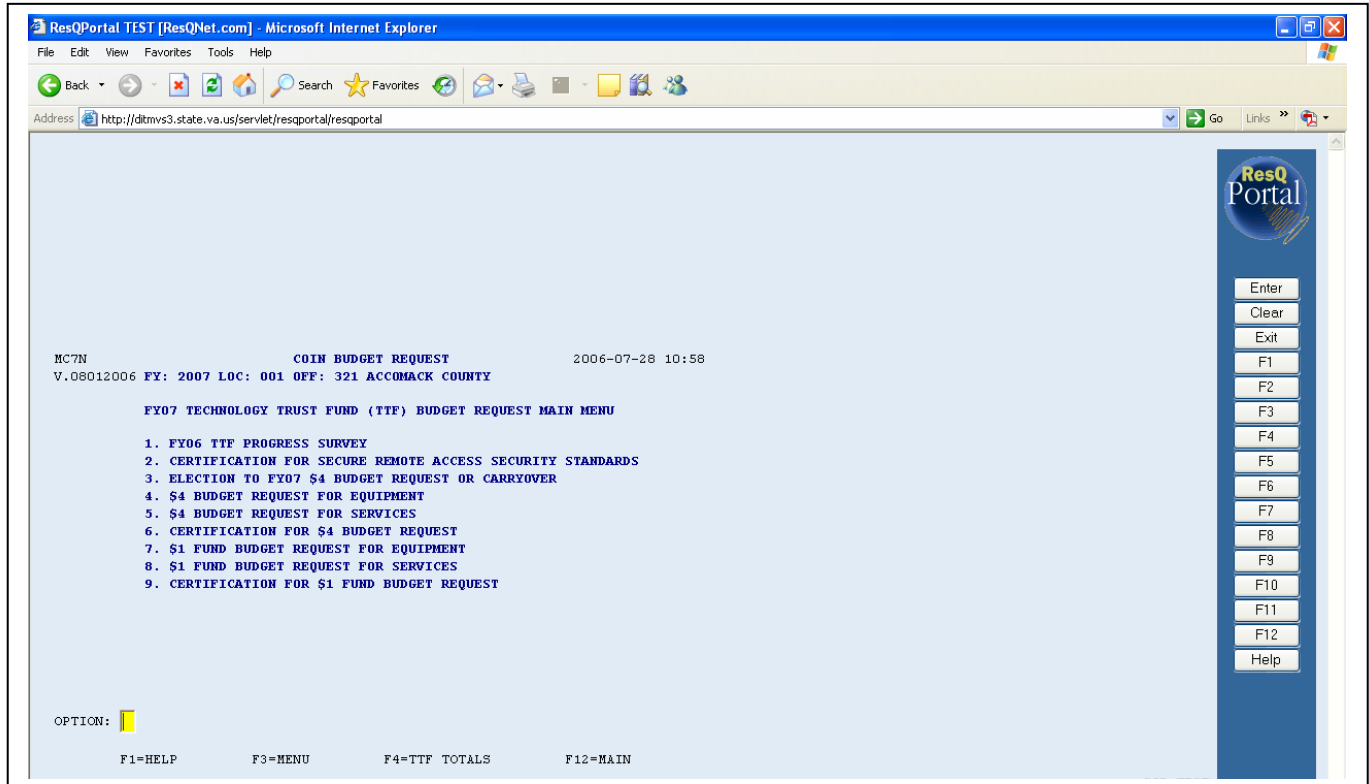
PF Keys

F1	Help screen
F8	Next screen
F12	Logoff

PART A ~ FY06 TTF Budget Request

Screen 6

FY07 TTF Budget Request Main Menu



TTF Main Menu

The nine selections on the TTF Budget Request Main Menu are options of the TTF budget process in COIN:

Option 1 – FY06 TTF Progress Survey. All Clerks must complete a series of screens that provide the Compensation Board with current information on the status of secure remote access (SRA) to land records on a court-controlled website.

Option 2 – Certification for Secure Remote Access Security Standards. All Clerks must certify that 1) they ARE currently providing SRA to land records on a court-controlled website OR 2) they ARE NOT currently providing SRA to land records on a court-controlled website.

Option 3 – Election to FY07 \$4 Budget Request or Carryover. All Clerks must elect either to 1) budget all or a portion of their FY07 available balance OR 2) carryover their FY07 available balance to FY08.

Options 4 and 5 – \$4 Budget Request for Equipment and \$4 Budget Request for Services. Clerks who elect to budget \$4 funds for FY07 must budget for equipment and/or services.

Option 6 – Certification for \$4 Budget Request. Clerks who make a FY07 \$4 budget request for equipment and/or services must certify compliance with the Code of Virginia. Options 1-3, 4 and/or 5 must be complete before using Option 6.

Option 7 and 8 - \$1 Fund Budget Request for Equipment and \$1 Fund Budget Request for Services. Only Clerks who are not currently providing SRA to land records AND who budget ALL of the \$4 funds may make a request from the \$1 Fund.

Option 9 – Certification for \$1 Fund Budget Request. Options 7 and/or 8 must be

PART A ~ FY06 TTF Budget Request

complete before using option 9. Clerks must certify a shortfall of funds when requesting money from the TTF \$1 Fund.

Budget Totals Screen

At any point in the budget process, Clerks may view their **FY07 TTF Budget Totals** using the **F4** key.

Budget Period

The **FY07 TTF Budget Request process opens at midnight on Monday, July 31 and closes at midnight on Thursday, August 31. The entire TTF budgeting process (Options 1-9) must be concluded by the deadline.** No extensions will be made for Clerks who do not complete the budget process in COIN by the deadline. Clerks who do not complete the budget process will automatically carryover their TTF to a future fiscal year. **Mid-year access to TTF funds is not guaranteed to Clerks** who do not complete the FY07 TTF Budget Request process in August 2006.

Option

Enter **1** to proceed to FY06 TTF Progress Survey.

Continue

Press **ENTER** to continue.

PF Keys

F1 Help screen
F3 COIN Main Menu
F4 TTF Totals screen
F12 COIN Main Menu

PART A ~ FY06 TTF Budget Request

Screen 7

FY06 TTF Progress Survey

ResQPortal TEST [ResQNet.com] - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <http://dtmvs3.state.va.us/servlet/resqportal/resqportal> Go Links

MC70 COIN BUDGET REQUEST 2006-07-27 14:16
V.08012006 FY: 2007 LOC: 001 OFF: 321 ACCOMACK COUNTY

FY06 TTF PROGRESS SURVEY PAGE: 01 OF 11

ITEM 1: ELECTRONIC LAND RECORDS ON COURT-CONTROLLED WEBSITE:
ENTER Y FOR YES OR N FOR NO.

WEB SITE 1. MY WEB SITE PROVIDES UP-TO-DATE PUBLIC NOTICE
OF ALL AVAILABLE ELECTRONIC INDEXES AND IMAGES
OF LAND RECORDS. Y

IF YES, PROVIDE A WEBSITE ADDRESS:
TEST1

ResQ Portal

Enter
Clear
Exit
F1
F2
F3
F4
F5
F6
F7
F8
F9
F10
F11
F12
Help

TTF Progress Survey

Option 1 is the FY06 TTF Progress Survey and the first step in the FY07 TTF Budget Request process. The progress survey is a series of 11 screens, all of which must be completed prior to certifying in Options 2, 3, 6 or 9. Pictured above is the first screen only. All questions on the screen must be answered before the system will allow the user to proceed to the next survey screen.

Instructions are located at the top of each screen. ResQportal users must **TAB** between questions.

Users may exit and re-enter the survey at a later date. The survey must be completed before certifications in Options 2, 3, 6 and 9. **The entire FY07 TTF Budget Request process must be completed by Thursday, August 31, 2006.**

Save Data

Press ENTER after each screen to save your entries. Print the screens for a record of your responses on the progress survey. Press **F8** key to proceed to next screen.

End of Survey

After you have completed the last page of the survey, an **END OF SURVEY** message will appear on the lower center of the screen. Press **F3** to return to the TTF Main Menu.

PF Keys

F1 Help screen
F2 Authorized Budget screen
F3 TTF Main Menu
F4 TTF Totals screen
F7 Previous screen
F8 Next screen
F12 COIN Main Menu

PART A ~ FY06 TTF Budget Request

FY06 TTF Progress Survey Questions

*Item 1: **WEBSITE.** Electronic land records on court-controlled website. Enter "Y" for Yes or "N" for No.*

1. MY WEBSITE PROVIDES UP-TO-DATE PUBLIC NOTICE OF ALL AVAILABLE ELECTRONIC INDEXES AND IMAGES OF LAND RECORDS.

IF YES, PROVIDE WEBSITE ADDRESS: _____

*Items 2-4: **ELECTRONIC INDEXES.** Indicate if your office provides electronic indexes of land records. Enter "Y" for Yes or "N" for No.*

2. MY OFFICE PROVIDES ELECTRONIC INDEXES OF LAND RECORDS.
3. MY OFFICE PROVIDES ONSITE ACCESS TO ELECTRONIC INDEXES OF LAND RECORDS.
4. MY OFFICE PROVIDES SECURE REMOTE ACCESS TO ELECTRONIC INDEXES OF LAND RECORDS.

IF YES, LIST THE NUMBER OF PAID SUBSCRIBERS, AS OF JULY 1, 2006, THAT HAVE SECURE REMOTE ACCESS TO ELECTRONIC INDEXES OF LAND RECORDS.

*Items 5-10: **ELECTRONIC IMAGES.** Indicate if your office provides electronic images of these types of records. Enter "Y" for Yes or "N" for No.*

5. LAND RECORDS
6. PLATS / MAPS
7. MARRIAGE LICENSES
8. JUDGMENTS
9. FINANCING STATEMENTS
10. WILLS / FIDUCIARY

*Items 11-12: **ELECTRONIC IMAGES.** Indicate if your office provides electronic images of land records. Enter "Y" for Yes or "N" for No.*

11. MY OFFICE PROVIDES ONSITE ACCESS TO ELECTRONIC IMAGES OF LAND RECORDS.
12. MY OFFICE PROVIDES SECURE REMOTE ACCESS TO ELECTRONIC IMAGES OF LAND RECORDS.

IF YES, LIST THE NUMBER OF PAID SUBSCRIBERS, AS OF JULY 1, 2006, THAT HAVE SECURE REMOTE ACCESS TO ELECTRONIC IMAGES OF LAND RECORDS.

*Items 13-15: **ELECTRONIC IMAGES.** Indicate if your office provides electronic images of land records. Enter "Y" for Yes or "N" for No.*

13. MY OFFICE PROVIDES THE CAPABILITY TO E-FILE (ELECTRONIC FILING) ELECTRONIC IMAGES OF LAND RECORDS.
14. MY OFFICE REQUIRES THE USE OF A COVER SHEET ON ELECTRONIC IMAGES.
15. MY OFFICE PROVIDES THE USE OF A UNIQUE PIN NUMBER ON ELECTRONIC IMAGES OF LAND RECORDS.

PART A ~ FY06 TTF Budget Request

Items: 16-21: **ELECTRONIC INDEXES.** Indicate the oldest continuous year of electronic indexes. Type "0000" if no electronic index of that type.

16. LAND RECORDS

17. PLATS / MAPS

18. MARRIAGE LICENSES

19. JUDGMENTS

20. FINANCING STATEMENTS

21. WILLS / FIDUCIARY

Items: 22-27: **ELECTRONIC IMAGES.** Indicate the oldest continuous year of electronic images. Type "0000" if no electronic image of that type.

22. LAND RECORDS

23. PLATS / MAPS

24. MARRIAGE LICENSES

25. JUDGEMENTS

26. FINANCING STATEMENTS

27. WILLS / FIDUCIARY

Items 28-32: **LINKAGES.** Indicate if automated systems are linked to your land records. Enter "Y" for Yes or "N" for No.

28. TAX ASSESSMENTS

29. TITLE TRANSFERS

30. DELINQUENT REAL ESTATE TAXES

31. BUILDING PERMITS

32. GEOGRAPHICAL INFORMATION SYSTEMS

Items 33-44: **VENDORS.** Indicate technology vendor(s) with whom you have signed a services contract. Enter "Y" for Yes or "N" for No or own vendor name.

33. AMCAD

34. BUSINESS INFORMATION SYSTEMS (BIS)

35. COTT

36. CUSTOM/ IN-HOUSE LAND RECORDS MANAGEMENT SYSTEM

37. EAGLE COMPUTER SYSTEMS

38. INTERNATIONAL LAND SYSTEMS (ILS)

39. LOGAN SYSTEMS, INC.

40. MIXNET CORPORATION

41. REAMS COMPUTER CORPORATION

42. SUPREME COURT OF VIRGINIA

43. LOCALITY NAME _____

44. OTHER _____

PART A ~ FY06 TTF Budget Request

*Items 45-53: **TECHNOLOGY PROJECTS.** Indicate all the technology projects you wish to fund with TTF money. Enter "Y" for Yes or "N" for No.*

- 45. PROVIDE SECURE REMOTE ACCESS TO LAND RECORDS
- 46. BACK-SCAN (IMAGING) LAND RECORDS
- 47. BACK-FILE CONVERSION OF LAND RECORD INDEXES
- 48. SIGN SERVICES CONTRACT WITH LAND RECORDS MANAGEMENT VENDOR(S)
- 49. PURCHASE ADDITIONAL TECHNOLOGY EQUIPMENT
- 50. MAKE LINKAGE OF AUTOMATED SYSTEM(S) WITH LAND RECORDS DATA
- 51. MAKE TECHNOLOGY IMPROVEMENTS IN CIVIL OR CRIMINAL DIVISIONS
- 52. PAY ANNUAL MAINTENANCE AND INTERNET SERVICE / HOSTING FEE
- 53. OTHER _____

*Items 54-63: **OBSTACLES.** Indicate obstacles in providing secure remote access to land records before July 1, 2007. Enter "Y" for Yes or "N" for No.*

- 54. FUNDING IS INSUFFICIENT
- 55. PRIVACY OR LIABILITY ISSUES
- 56. VENDOR PROBLEMS
- 57. TIMING ISSUES
- 58. OFFICE STAFF IS INSUFFICIENT FOR SRA WORKLOAD
- 59. LOCAL SUPPORT LACKING
- 60. NUMBER OF PAID SUBSCRIBERS FOR SRA IS INSUFFICIENT
- 61. NO OBSTACLES
- 62. I CURRENTLY PROVIDE SRA TO LAND RECORDS
- 63. OTHER _____

PART A ~ FY06 TTF Budget Request

Screen Certification for Secure Remote Access Security Standards

Secure

Security requirements are outlined in *Security Standards for Restricted Remote Access to Documents on Court-Controlled Websites*, (ITRM Standard SEC503-02, March 28, 2005) by Virginia Information Technologies Agency (VITA).

Remote access

The 2005 VITA security standard defines remote access as allowing inspection to be made without the need to physically visit the courthouse where the court record is maintained.

Land records

Land records are defined in § 2.2-3808.2, Code of Virginia, as “any writing authorized by law to be recorded on paper or in electronic format which the clerk records affecting title to real property”.

SRA

Option 2 is a certification for the security standards for secure remote access developed by the Virginia Information Technologies Agency.

Enter “Y” for Yes if you are currently providing secure remote access (SRA) to land records. Enter “N” for No if you are not currently providing SRA. Any value other than “Y” or “N” will result in an error message.

Save Data

Press ENTER to save your entry. This is a required field. Print the screen for a record of your certification. Press **F8** key to proceed to next screen.

PF Keys

F1 Help screen
F2 Authorized Budget screen
F3 TTF Main Menu
F4 TTF Totals screen
F7 Previous screen
F8 Next screen
F12 COIN Main Menu

PART A ~ FY06 TTF Budget Request

Screen Certification for Currently Providing Secure Remote Access

ResQPortal TEST [ResQNet.com] - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address http://ditmvs3.state.va.us/servlet/resqportal/resqportal

MC7P COIN BUDGET REQUEST 2006-07-27 15:54
V.08012006 FY: 2007 LOC: 003 OFF: 321 ALBEMARLE COUNTY

CERTIFICATION FOR SECURE REMOTE ACCESS SECURITY STANDARDS

CURRENTLY PROVIDING SECURE REMOTE ACCESS TO LAND RECORDS.

PERSUANT TO 17.1-279D AND 2.2-3808.2, CODE OF VIRGINIA, AND IN ACCORDANCE WITH THE VIRGINIA INFORMATION TECHNOLOGIES AGENCY DOCUMENT "SECURITY STANDARDS FOR REMOTE ACCESS TO COURT DOCUMENTS ON COURT-CONTROLLED WEBSITES" (ITRM STANDARD SEC503-02), EFFECTIVE MARCH 28TH, 2005, AND ANY SUBSEQUENT REVISIONS THERETO, I HEREBY CERTIFY THAT:

- 1) THIS COURT'S WEBSITE AND SUPPORTING COMPUTER NETWORK OR SYSTEM ARE IN COMPLIANCE AND
- 2) ANY PROPOSED TECHNOLOGY IMPROVEMENTS TO LAND RECORDS ON A COURT-CONTROLLED WEBSITE WILL ACCOMMODATE SECURE REMOTE ACCESS.

I CONCUR WITH THE ABOVE STATEMENT (Y/N).

DATE: OFFICER LOGON:

END OF DATA

F1=HELP F2=AUTH BDG F3=MENU F4=TOTALS F7=PREV F8=NEXT F12=MAIN

ResQ Portal

Enter
Clear
Exit
F1
F2
F3
F4
F5
F6
F7
F8
F9
F10
F11
F12
Help

Providing SRA

This screen is available to **Clerks who answer Yes to currently providing secure remote access to land records on a court-controlled website**. The Code of Virginia, § 17.1-279, requires that Circuit Court Clerks provide SRA to land records on or before July 1, 2007. The complete text of § 17.1-279 is located at the back of this manual. Clerks are directed to comply with the mandatory standards developed by the Virginia Information Technologies Agency (VITA) in *Security Standards for Remote Access to Court Documents*, ITRM SEC2001-01.1, dated December 1, 2001, **and all subsequent revisions**. Revision 1 was published on December 17, 2003 and the most current revision was published on March 28, 2005 (ITRM Security SEC503-02).

The 2005 VITA security standard requires that Clerks make a self-certification to comply with § 2.2-3808.2, Code of Virginia (full text is located in the back of this manual). **The VITA self-certification is embedded in the FY07 TTF Budget Request process in COIN and is a substitute for the self-certification form, Appendix C, in the 2005 revision of the VITA security standards.** The security standards developed by VITA may be found at http://www.vita.virginia.gov/docs/psg/Rem_Accs_Docs_on_Crt-Contrd_Webs-revision1.pdf.

Certification

To concur with the certification enter "Y" for Yes. Any value other than "Y" or "N" will result in an error message. This is a required field. **TAB** to the next field.

Officer Logon

Enter your COIN USER ID, an alpha-numeric code supplied by the Compensation Board. The first three characters of your ID are letters of the alphabet. This is a required field.

PART A ~ FY06 TTF Budget Request

Save Data

Press ENTER to save your entry. Print the screen for a record of your certification. An **END of DATA** message should appear in the lower center of your screen. Press **F3** to return to the TTF Main Menu.

PF Keys

F1 Help screen
F2 Authorized Budget screen
F3 TTF Main Menu
F4 TTF Totals screen
F7 Previous screen
F8 Next screen
F12 COIN Main Menu

PART A ~ FY06 TTF Budget Request

Screen 10

Certification for Not Currently Providing Secure Remote Access

ResQPortal TEST [ResQNet.com] - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address http://ditmvs3.state.va.us/servlet/resqportal/resqportal

MC7P COIN BUDGET REQUEST 2006-07-28 11:09
V.08012006 FY: 2007 LOC: 001 OFF: 321 ACCOMACK COUNTY

CERTIFICATION FOR SECURE REMOTE ACCESS SECURITY STANDARDS

NOT CURRENTLY PROVIDING SECURE REMOTE ACCESS TO LAND RECORDS.

PERSUANT TO 17.1-279B AND 2.2-3808.2, CODE OF VIRGINIA, AND IN ACCORDANCE WITH THE VIRGINIA INFORMATION TECHNOLOGIES AGENCY DOCUMENT "SECURITY STANDARDS FOR REMOTE ACCESS TO COURT DOCUMENTS ON COURT-CONTROLLED WEBSITES" (ITRM STANDARD SEC503-02), EFFECTIVE MARCH 28TH, 2005, AND ANY SUBSEQUENT REVISIONS THERETO, I HEREBY CERTIFY THAT:

- 1) THIS COURT'S WEBSITE AND SUPPORTING COMPUTER NETWORK OR SYSTEM WILL BE IN COMPLIANCE AND
- 2) MY REQUEST FOR TTF MONIES IS MADE IN ORDER TO PROVIDE SECURE REMOTE ACCESS TO LAND RECORDS ON A COURT-CONTROLLED WEBSITE ON OR BEFORE JULY 1, 2007.

I CONCUR WITH THE ABOVE STATEMENT (Y/N).

07/26/2006 OFFICER LOGON: COOPER JR, SAMUEL H

END OF DATA

F1=HELP F2=AUTH BDG F3=MENU F4=TOTALS F7=PREV F8=NEXT F12=MAIN

SCB TEST

Not Providing SRA

This screen is available to **Clerks who answer No to currently providing secure remote access to land records**. The Code of Virginia, § 17.1-279, requires that Circuit Court Clerks provide SRA to land records on court-controlled websites on or before July 1, 2007. The complete text of § 17.1-279 is located at the back of this manual. Clerks are directed to comply with the mandatory standards developed by the Virginia Information Technologies Agency (VITA) in *Security Standards for Remote Access to Court Documents*, ITRM SEC2001-01.1, dated December 1, 2001, **and all subsequent revisions**. Revision 1 was published on December 17, 2003 and the most current revision was published on March 28, 2005 (ITRM Security SEC503-02).

The 2005 VITA security standard requires that Clerks make a self-certification to comply with § 2.2-3808.2, Code of Virginia (full text is located in the back of this manual). **The VITA self-certification is embedded in the FY07 TTF Budget Request process in COIN and is a substitute for the self-certification form, Appendix C in the 2005 revision of the VITA security standards.** The security standards developed by VITA may be found at <http://www.vita.virginia.gov/docs/psg/Rem Accs Docs on Crt-Contrd Webs-revision1.pdf>.

Certification

To concur with the certification enter "Y" for Yes. Any value other than "Y" or "N" will result in an error message. This is a required field. Press **TAB** to go to the next field.

Officer Logon

Enter your COIN USER ID, an alpha-numeric code supplied by the Compensation Board. The first three characters of your ID are letters of the alphabet. This is a required field.

Save Data

Press ENTER to save your entry. Print the screen for a record of your certification. An

PART A ~ FY06 TTF Budget Request

END of DATA message should appear in the lower center of your screen. Press **F3** to return to the TTF Main Menu.

PF Keys

F1	Help screen
F2	Authorized Budget screen
F3	TTF Main Menu
F4	TTF Totals screen
F7	Previous screen
F8	Next screen
F12	COIN Main Menu

PART A ~ FY06 TTF Budget Request

Screen 11 Election to FY07 \$4 Budget Request or Carryover

FY07 Budget or Carryover

Option 3 gives the Clerk a choice to budget all or a portion of their FY07 TTF \$4 available balance or carryover their \$4 available funds. **Please answer both questions.** The first statement is a request to budget TTF in FY07 and the second statement is a carryover request.

In FY07 (as in FY06), a portion of TTF available funds for each Clerk's office is transferred to the General Fund to offset budget reductions. The formula for your FY07 \$4 available balance is:

FY06 unused TTF balance	+	FY06 \$4 collections	-	FY06 transfer of TTF into General Fund	-	FY06 Unspent \$1 Funds of Clerks not Certifying SRA by 7/19/06	=	FY07 TTF \$4 available balance
----------------------------------	---	-------------------------	---	---	---	---	---	---

\$0 Available Balance

Clerks with a **\$0 available balance** should elect **No** for budget and **Yes** for carryover. \$4 budgeting is not available to Clerks with \$0 available balance. After certifying your carryover request, you may return to the TTF Main Menu (F3) and make a budget request for equipment and/or services from the \$1 Fund (Options 7 and/or 8).

FY07 Budget

An election to **budget** the FY07 \$4 available balance means that your TTF funds can be applied to an equipment request(s) and/or services request(s) to support:

- Technology improvements for Land records, and/or
- Technology improvements in Civil or Criminal Divisions of the Circuit Court.

PART A ~ FY06 TTF Budget Request

Carryover

A **carryover** election means that your FY07 \$4 available balance will carryover to FY08. **If you elect to carryover FY07 TTF \$4 funds, the Compensation Board cannot guarantee access to your TTF \$4 funds mid-year.** Each mid-year request for TTF money not previously budgeted in August is determined on a case-by-case basis and on the availability of unencumbered funds. A FY07 TTF \$4 mid-year docket request (explained in Part B of this manual) is necessary to have access to \$4 funds previously requested for carryover.

After requesting carryover, a certification screen will be provided for you. After the certification you may exit the system.

Carryover and the \$1 Fund

No FY07 \$1 funds will be available to you if you request to carryover your \$4 available balance. You must budget your entire \$4 available balance before making a request from the \$1 Fund.

Election

A budget election and carryover election are mutually exclusive. Respond to one statement with a “Y” and the other with an “N”. **Answer both statements but do not respond with two Yes’s or two No’s.** Any value other than “Y” and “N” will result in an error message. This is a required field. Print the screen for a record of your election.

Save Data

Press ENTER to save your entry. Print the screen for a record of your election. Use **F8** key to proceed to next screen.

PF Keys

F1 Help screen
F2 Authorized Budget screen
F3 TTF Main Menu
F4 TTF Totals screen
F7 Previous screen
F8 Next screen
F12 COIN Main Menu

PART A ~ FY06 TTF Budget Request

Screen 12

Certification for Not Currently Providing SRA with an Election to Budget

NO SRA + Budget

You will only see this screen if you certified to **NOT** currently providing secure remote access to land records (Option 2) **AND** you elected to budget your **\$4 available balance (Option 3)**. After certifying, you may exit the system or return to the TTF Main Menu for further processing.

Certification

Enter your COIN USER ID, an alpha-numeric code supplied by the Compensation Board. The first three characters of your ID are letters of the alphabet. This is a required field.

Save Data

Press ENTER to save your entry. Print the screen for a record of your certification. An **END of DATA** message should appear in the lower center of your screen. Press **F3** to return to the TTF Main Menu.

PF Keys

- F1 Help screen
- F2 Authorized Budget screen
- F3 TTF Main Menu
- F4 TTF Totals screen
- F7 Previous screen
- F8 Next screen
- F12 COIN Main Menu

PART A ~ FY06 TTF Budget Request

Screen 13

Certification for Carryover of FY07 \$4 Available Balance

Carryover

You will only see this screen if you elect to carryover your FY07 TTF \$4 available balance. An **election to carryover** the FY07 \$4 available balance to a future fiscal year requires a certification. After completing this screen, you may exit the system. **No FY07 TTF \$1 funds will be available to you if you request to carryover your TTF \$4 available balance.**

Certification

Enter your COIN USER ID, an alpha-numeric code supplied by the Compensation Board. The first three characters of your ID are letters of the alphabet. This is a required field.

Save Data

Press ENTER to save your entry. Print the screen for a record of your certification. An **END of DATA** message should appear in the lower center of your screen. Press **F3** to return to the TTF Main Menu.

PF Keys

F1 Help screen
F2 Authorized Budget screen
F3 TTF Main Menu
F4 TTF Totals screen
F7 Previous screen
F8 Next screen
F12 COIN Main Menu

PART A ~ FY06 TTF Budget Request

Screen 14

Certification to Use FY07 \$4 Money for Civil or Criminal Divisions

Civil or Criminal Divisions

This screen is only available to **Clerks who enter Yes to providing SRA AND Yes to budgeting their TTF \$4 available balance in FY07.** The Code of Virginia, § 17.1-279 F, allows a Clerk who is currently providing SRA on or before July 1, 2007, to apply to the Compensation Board for use of TTF \$4 money for automation and technology improvements in the Civil or Criminal Divisions of the Circuit Court.

The Code of Virginia, § 17.1-279 F, states: *Such request shall not exceed the deposits into the trust fund credited to that locality. The Compensation Board in approval of such application shall consider what local funds have been spent by the jurisdiction to accelerate the implementation of the technology plan approved by VITA in each circuit court clerks' office.*

Election

To request use of your \$4 available balance for civil or criminal divisions, **enter "Y" for Yes.** Any value other than "Y" or "N" will result in an error message. This is a required field. Press **TAB** to go to the next field.

Certification

Enter your COIN USER ID, an alpha-numeric code supplied by the Compensation Board. The first three characters of your ID are letters of the alphabet. This is a required field.

Save Data

Press ENTER to save your entry. Print the screen for a record of your certification. An **END of DATA** message should appear in the lower center of your screen. Press **F3** to return to the TTF Main Menu.

PART A ~ FY06 TTF Budget Request

PF Keys

F1	Help screen
F2	Authorized Budget screen
F3	TTF Main Menu
F4	TTF Totals screen
F7	Previous screen
F8	Next screen
F12	COIN Main Menu

PART A ~ FY06 TTF Budget Request

Screen 15 \$4 Budget Request for Equipment

ResQPortal TEST [ResQNet.com] - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address http://dtkmvs3.state.va.us/servlet/resqportal/resqportal

MC7R COIN BUDGET REQUEST 2006-07-27 16:07
V.08012006 FY: 2007 LOC: 003 OFF: 321 ALBEMARLE COUNTY

\$4 BUDGET REQUEST FOR EQUIPMENT

\$4 AVAILABLE BALANCE: \$ 221,409

SEL	EQUIPMENT DESCRIPTION	PURPOSE CODE	UNIT COST	QUANTITY	TOTAL COST
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					

TOTAL \$4 EQUIPMENT/ SERVICES REQUESTED: \$ 0
\$4 REMAINING BALANCE: \$ 221,409

SELECT () A=ADD U=UPDATE D=DELETE 0000
THERE IS NO DATA, ADD THE EQUIPMENT REQUESTS NEEDED
F1=HELP F2=AUTH BDG F3=MENU F4=TOTALS F7=PREV F8=NEXT F12=MAIN

ResQ Portal
Enter
Clear
Exit
F1
F2
F3
F4
F5
F6
F7
F8
F9
F10
F11
F12
Help

\$4 Equipment

Option 4 allows a Clerk to budget their FY07 \$4 available balance for technology equipment. You may budget TTF \$4 money for equipment if you are planning to **purchase the equipment directly and NOT through a vendor with whom you have signed a services contract.**

If a Clerk elects to budget in FY07, then **at least one line item** in either the \$4 Equipment Request screen or the \$4 Services Request screen must be completed. The total equipment and/or services budget request(s) cannot exceed your FY07 TTF \$4 available balance.

Press **TAB** to move from field to field. Do NOT use the \$ symbol, commas or cents.

\$0 Available Balance

If your **\$4 available balance is \$0**, budget your requests from the \$1 Fund (Options 7 & 8). Only Clerks with a \$4 available balance greater than \$0 may budget using Options 4 & 5.

Surplus Equipment

See the topic entitled "TTF: Surplus Equipment" in the Circuit Court Clerk's section of the FY07 Policy and Procedure Manual located on the Compensation Board website at <http://www.scb.virginia.gov/policy/CircuitCourtClerks.pdf>. The Compensation Board's policy regarding the disposal of equipment purchased with TTF is that proceeds derived from the sale of **surplus equipment** purchased with TTF funds are kept locally. The Clerk is to net the proceeds against the cost of new equipment (purchased with TTF funds) and request reimbursement from the Compensation Board for the net amount.

PART A ~ FY06 TTF Budget Request

\$1 Fund Request	A Clerk must budget ALL of their \$4 available balance before making a request from the \$1 Fund.
Select (SEL)	To add a new line item, enter A . To update (change) a line item, enter U . To delete an existing line item, enter D . If you need to delete a line that has already been entered, enter D and press ENTER . Press F4 to check the totals screen and press F3 to return to the \$4 Equipment screen. Enter A to enter a new line item. Line items cannot be added, updated or deleted once the Clerk has certified the \$4 budget (Option 6).
\$4 Equipment Description	Enter a brief description of the Equipment up to 20 characters. This is a required field.
Purpose Code	Enter only BI, BII, BIII, BIV, BV, or F for each budget line item. For an explanation of purpose codes, refer to page 35 of this manual or select F1 for Help. Purpose Code F (Civil or Criminal Divisions) may only be used if you are currently providing SRA to land records and requested (in Option 3) use of \$4 money for the Civil or Criminal Divisions of your court. This is a required field.
Unit Cost	Enter the unit cost of the equipment requested. The cost must be a whole number . Do NOT enter the \$ symbol, commas or cents. The amount must be greater than zero. This field is numeric and required.
Quantity	Enter the quantity of equipment requested using whole numbers only. The amount must be greater than zero. This field is numeric and required.
Save Data	Press ENTER after completing every line item. Print the screen for a record of your budget request.
Total Cost	COIN will automatically compute the total cost (unit cost X quantity) for each line item.
Total \$4 Equipment	COIN will automatically sum the total cost for all \$4 Equipment line items (and will include any requests for \$4 Services already entered). Your \$4 remaining balance will be displayed. Total \$4 Equipment and/or Services request(s) cannot exceed your FY07 \$4 available balance.
Budget Totals Screen	Press F4 to view your total budget requests. If the F4 Totals screen has the correct amounts, then COIN has saved your data.
Additional Line Items	Each Equipment Request screen will only allow/display 3 line items. Press F8 if additional equipment screens are necessary. Press ENTER after completing every line item. Print the screen for a record of your \$4 Equipment Budget Request.
PF Keys	F1 Help screen F2 Authorized Budget screen F3 TTF Main Menu F4 TTF Totals screen F7 Previous screen F8 Next screen F12 COIN Main Menu

PART A ~ FY06 TTF Budget Request

Screen 16 \$4 Budget Request for Services

\$4 Services

Option 5 allows a Clerk to budget their FY07 \$4 available balance for technology services. You may budget TTF \$4 money for services if you have **signed a services contract(s) with a technology vendor(s)**. Equipment purchased through a vendor is to be budgeted in Services.

If a Clerk elects to budget in FY07, then **at least one line item** in either the \$4 Equipment Request screen or the \$4 Services Request screen must be completed. The total equipment and/or services budget request(s) cannot exceed your FY07 TTF \$4 available balance.

Press **TAB** to move from field to field. Do NOT use the \$ symbol, commas or cents.

Hiring Personnel

Pursuant to § 17.1-279 B, Code of Virginia, *funds shall not be used for personnel costs within the circuit court clerks' offices*. Funding to hire employees to perform technology trust fund services, such as indexing or back scanning, should be requested under Services with the locality listed as vendor and hiring agent, not the Clerk's office. TTF reimbursements are made to the locality.

Surplus Equipment

See the topic entitled "TTF: Surplus Equipment" in the Circuit Court Clerk's section of the FY07 Policy and Procedure Manual located on the Compensation Board website at <http://www.scb.virginia.gov/policy/CircuitCourtClerks.pdf>. The Compensation Board's policy regarding the disposal of equipment purchased with TTF is that proceeds derived from the sale of **surplus equipment** purchased with TTF funds are kept locally. The Clerk is to net the proceeds against the cost of new equipment (purchased with TTF

PART A ~ FY06 TTF Budget Request

funds) and request reimbursement from the Compensation Board for the net amount.

\$1 Fund Request

A Clerk must budget **ALL** of their \$4 available balance before making a request from the \$1 Fund.

\$0 Available Balance

If your **\$4 available balance is \$0**, budget your requests from the \$1 Fund (Options 7 & 8). Only Clerks with a \$4 available balance greater than 0 may budget using Options 4 & 5.

Select (SEL)

To add a new line item, enter **A**. To update (change) a line item, enter **U**. To delete an existing line item, enter **D**. If you need to delete a line that has already been entered, enter **D** and press **ENTER**. Press **F4** to check the totals screen and press **F3** to return to the \$4 Services screen. Enter **A** to enter a new line item. Line items cannot be added, updated or deleted once the Clerk has certified the \$4 budget (Option 6).

Vendor

Enter the **vendor** name. Please spell out as completely as possible. This is a required field.

\$4 Services Description

Enter a brief description of the **Service** up to 20 characters. This is a required field.

Purpose Code

Enter only **BI, BII, BIII, BIV, BV, or F** for each budget line item. For an explanation of purpose codes refer to page 35 of this manual or select F1 for Help. Purpose Code F (Civil or Criminal Divisions) may only be used if you are currently providing SRA to land records and requested (in Option 3) use of \$4 money for the Civil or Criminal Divisions of your court. This is a required field.

Total Cost

Enter the total cost for the services for each budget line item. The total cost must be a **whole number**. Do NOT enter the \$ symbol, commas or cents. The amount must be greater than zero. This field is numeric and required.

Save Data

Press ENTER after completing every line item. Print the screen for a record of your budget request.

Total \$4 Services

COIN will automatically sum the total cost for all \$4 Services and Equipment line items and show the \$4 remaining balance. Total \$4 Equipment and/or Services request(s) cannot exceed your FY07 \$4 available balance.

Budget Totals Screen

Press **F4** to view your total budget requests. If the F4 Totals screen has the correct amounts, then COIN has saved your data.

Additional Line Items

Each Services Request screen will only allow/display 3 line items. Press **F8** if additional screens are necessary. **Press ENTER after completing every line item.** Print the screen for a record of your \$4 Services Budget Request.

PF Keys

F1 Help screen
F2 Authorized Budget screen
F3 TTF Main Menu
F4 TTF Totals screen
F7 Previous screen
F8 Next screen
F12 COIN Main Menu

PART A ~ FY06 TTF Budget Request

Screen 17

Certification for FY07 \$4 Budget Request

ResQPortal TEST [ResQNet.com] - Microsoft Internet Explorer

Address: <http://ditmvs3.state.va.us/servlet/resqportal/resqportal>

MC7T COIN BUDGET REQUEST 2006-07-27 16:10
V.08102006 FY: 2007 LOC: 003 OFF: 321 ALBEMARLE COUNTY

CERTIFICATION FOR FY07 \$4 BUDGET REQUEST

I CERTIFY THAT MY PROPOSED TECHNOLOGY IMPROVEMENTS WILL PROVIDE
SECURE REMOTE ACCESS TO LAND RECORDS ON OR BEFORE JULY 1, 2007.

I CERTIFY TO THE BEST OF MY KNOWLEDGE AND BELIEF THAT THE PROCESS
UTILIZED TO PROCURE ANY EQUIPMENT OR SERVICES FOR WHICH PAYMENT
WILL BE MADE USING FUNDS REQUESTED HEREIN IS IN CONFORMANCE WITH
THE VIRGINIA PUBLIC PROCUREMENT ACT, 11-35 ET.SEQ., CODE OF
VIRGINIA.

I HAVE PROVIDED MY LOCAL GOVERNING BODY WITH A COPY OF ALL
DOCUMENTATION AND JUSTIFICATION SUPPLIED TO THE COMPENSATION BOARD.

OFFICER APPROVAL: DATE: LOGON: [Yellowed Out]

F1=HELP F2=AUTH BDG F3=MENU F4=TOTALS F12=MAIN

ResQ Portal
Enter
Clear
Exit
F1
F2
F3
F4
F5
F6
F7
F8
F9
F10
F11
F12
Help

\$4 Certification

Option 6 is required for Clerks who make a FY07 \$4 budget request for Equipment and/or Services. The *Code of Virginia*, § 17.1-279 B, states: *The Compensation Board policies governing the allocation of funds shall require that a clerk submit to the Compensation Board a written certification that the clerk's proposed technology improvements of his land records will provide secure remote access to those land records on or before July 1, 2007.* Clerks must also certify conformance with the Virginia Public Procurement Act. Documentation and justification for your Equipment and Services budget requests must be copied to your local governing body.

Certification

To concur, **enter your COIN USER ID**, an alpha-numeric code supplied by the Compensation Board. The first three characters of your ID are letters of the alphabet. This is a required field.

Save Data

Press ENTER to save your certification. Print the screen for a record of your certification. An **END OF DATA** message should appear on the lower center of the screen. Press **F3** to return to the TTF Main Menu.

PF Keys

F1 Help screen
F2 Authorized Budget screen
F3 TTF Main Menu
F4 TTF Totals screen
F12 COIN Main Menu

PART A ~ FY06 TTF Budget Request

Screen 18 \$1 Fund Budget Request for Equipment

\$1 Equipment

Option 7 is available to Clerks who answer **No** to currently providing SRA **AND** who budget **ALL** of their FY07 \$4 available balance. At this time, \$1 money may only be used to provide SRA to land records.

Press **TAB** to move from field to field. Do NOT use the \$ symbol, commas or cents.

Surplus Equipment

See the topic entitled "TTF: Surplus Equipment" in the Circuit Court Clerk's section of the FY07 Policy and Procedure Manual located on the Compensation Board website at <http://www.scb.virginia.gov/policy/CircuitCourtClerks.pdf>. The Compensation Board's policy regarding the disposal of equipment purchased with TTF is that proceeds derived from the sale of **surplus equipment** purchased with TTF funds are kept locally. The Clerk is to net the proceeds against the cost of new equipment (purchased with TTF funds) and request reimbursement from the Compensation Board for the net amount.

Select (SEL)

To add a new line item, enter **A**. To update (change) a line item, enter **U**. To delete an existing line item, enter **D**. If you need to delete a line that has already been entered, enter **D** and press **ENTER**. Press **F4** to check the totals screen and press **F3** to return to the \$1 Equipment screen. Enter **A** to enter a new line item. Line items cannot be added, updated or deleted once the Clerk has certified the \$1 budget (Option 9).

\$1 Equipment Description

Enter a brief description of the \$1 **Equipment** up to 20 characters. This is a required field.

PART A ~ FY06 TTF Budget Request

Unit Cost	Enter the unit cost of the equipment requested. The unit cost must be a whole number . Do NOT enter \$ symbol, commas or cents. The amount must be greater than zero. This field is numeric and required.
Quantity	Enter the quantity of equipment requested using whole numbers only. The amount must be greater than zero. This field is numeric and required.
Save Data	Press ENTER after completing every line item. Print the screen for a record of your budget request.
Total Cost	COIN will automatically compute the total cost (unit cost X quantity) of each line item.
Total \$1 Equipment	COIN will automatically sum the total cost for all \$1 Equipment line items.
Budget Totals Screen	Press F4 to view your total budget requests. If the F4 Totals screen has the correct amounts for both \$4 and \$1 requests, then COIN has saved your data.
Additional Line Items	Each Equipment Request screen will only allow/display 3 line items. Press F8 if additional \$1 equipment screens are necessary. Press ENTER after completing every line item. Print the screen for a record of your \$1 Equipment Budget Request.
PF Keys	F1 Help screen F2 Authorized Budget screen F3 TTF Main Menu F4 TTF Totals screen F7 Previous screen F8 Next screen F12 COIN Main Menu

PART A ~ FY06 TTF Budget Request

Screen 19 \$1 Fund Budget Request for Services

ResQPortal TEST [ResQNet.com] - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address http://ditmvs3.state.va.us/servlet/resqportal/resqportal

MC7V COIN BUDGET REQUEST 2006-07-27 16:14
V.08012006 FY: 2007 LOC: 003 OFF: 321 ALBEMARLE COUNTY

\$1 BUDGET REQUEST FOR SERVICES

\$1 MONIES MAY ONLY BE USED TO PROVIDE SECURE REMOTE ACCESS TO LAND RECORDS

SEL	VENDOR NAME	SERVICE DESCRIPTION	TOTAL COST
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			

TOTAL \$1 SERVICES REQUESTED: \$ 0

SELECT () A=ADD U=UPDATE D=DELETE 0000
THERE IS NO DATA, ADD THE SERVICE REQUESTS NEEDED

F1=HELP F2=AUTH BDG F3=MENU F4=TOTALS F7=PREV F8=NEXT F12=MAIN

ResQ Portal

Enter
Clear
Exit
F1
F2
F3
F4
F5
F6
F7
F8
F9
F10
F11
F12
Help

\$1 Services

Option 8 is only available to Clerks who answer **No** to providing SRA AND who budget **ALL** of their \$4 available balance. At this time, \$1 money may only be used to provide SRA to land records.

Press **TAB** to move from field to field. Do NOT use the \$ symbol, commas or cents.

Surplus Equipment

See the topic entitled "TTF: Surplus Equipment" in the Circuit Court Clerk's section of the FY07 Policy and Procedure Manual located on the Compensation Board website at <http://www.scb.virginia.gov/policy/CircuitCourtClerks.pdf>. The Compensation Board's policy regarding the disposal of equipment purchased with TTF is that proceeds derived from the sale of **surplus equipment** purchased with TTF funds are kept locally. The Clerk is to net the proceeds against the cost of new equipment (purchased with TTF funds) and request reimbursement from the Compensation Board for the net amount.

Select (SEL)

To add a new line item, enter **A**. To update (change) a line item, enter **U**. To delete an existing line item, enter **D**. If you need to delete a line that has already been entered, enter **D** and press **ENTER**. Press **F4** to check the totals screen and press **F3** to return to the \$1 Services screen. Enter **A** to enter a new line item. Line items cannot be added, updated or deleted once the Clerk has certified the \$1 budget (Option 9).

Vendor

Enter the **vendor** name. Please spell out as completely as possible. This is a required field.

PART A ~ FY06 TTF Budget Request

\$1 Services Description	Enter a brief description of the \$1 Services up to 20 characters. This is a required field.
Total Cost	Enter the total cost for \$1 Services for each line item. The total cost must be a whole number . Do NOT enter the \$ symbol, commas or cents. Amount must be greater than zero. This field is numeric and required.
Save Data	Press ENTER after completing every line item. Print the screen for a record of your budget request.
Total \$1 Services	COIN will automatically sum the total cost for all \$1 Services line items.
Budget Totals Screen	Press F4 to view your total budget requests. If the F4 Totals screen has the correct amounts for both \$4 and \$1 budget requests, then COIN has saved your data.
Additional Line Items	Each Services Request screen will only allow/display 3 line items. Press F8 if additional screens are necessary. Press ENTER after completing every line item. Print the screen for a record of your \$1 Services Budget Request.
PF Keys	<ul style="list-style-type: none">F1 Help screenF2 Authorized Budget screenF3 TTF Main MenuF4 TTF Totals screenF7 Previous screenF8 Next screenF12 COIN Main Menu

PART A ~ FY06 TTF Budget Request

Screen 20

Certification for \$1 Fund Budget Request

ResQPortal TEST [ResQNet.com] - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <http://dltmvs3.state.va.us/servlet/resportal/resportal> Go Links

MC7Z COIN BUDGET REQUEST 2006-07-27 16:16
V.08102006 FY: 2007 LOC: 003 OFF: 321 ALBEMARLE COUNTY

CERTIFICATION FOR FY07 \$1 BUDGET REQUEST

I CERTIFY THAT THE AMOUNT OF MY REQUEST FROM THE \$1 TTF FUND IS BASED UPON A SHORTFALL OF FUNDS NEEDED TO PROVIDE SECURE REMOTE ACCESS TO LAND RECORDS ON OR BEFORE BY JULY 1, 2007.

I CERTIFY TO THE BEST OF MY KNOWLEDGE AND BELIEF THAT THE PROCESS UTILIZED TO PROCURE ANY EQUIPMENT OR SERVICES FOR WHICH PAYMENT WILL BE MADE USING FUNDS REQUESTED HEREIN IS IN CONFORMANCE WITH THE VIRGINIA PUBLIC PROCUREMENT ACT, 11-35 ET.SEQ., CODE OF VIRGINIA.

I HAVE PROVIDED MY LOCAL GOVERNING BODY WITH A COPY OF ALL DOCUMENTATION AND JUSTIFICATION SUPPLIED TO THE COMPENSATION BOARD.

OFFICER APPROVAL: DATE: LOGON: [REDACTED]

F1=HELP F2=AUTH BDG F3=MENU F4=TOTALS F12=MAIN

ResQ Portal
Enter
Clear
Exit
F1
F2
F3
F4
F5
F6
F7
F8
F9
F10
F11
F12
Help

\$1 Certification

Option 9 is a certification screen for a \$1 Fund budget request. To receive money from the TTF \$1 Fund, the Clerk must certify that a shortfall of funds exists to provide SRA to land records on or before July 1, 2007. The Code of Virginia, § 17.1-279 C, states: *The Compensation Board policies governing the allocation of funds shall require that a clerk submit to the Compensation Board a written certification that the clerk's proposed technology improvements of his land records will provide secure remote access to those land records on or before July 1, 2007.* Clerks must certify conformance with the Virginia Public Procurement Act. Documentation and justification for your Equipment and Services budget requests must be copied to your local governing body.

Certification

To concur, **enter your COIN USER ID**, an alpha-numeric code supplied by the Compensation Board. The first three characters of your ID are letters of the alphabet. This is a required field.

Save Data

Press ENTER to save your certification. Print the screen for a record of your certification.

PF Keys

F1 Help screen
F2 Authorized Budget screen
F3 TTF Main Menu
F4 TTF Totals screen
F7 Previous screen
F12 COIN Main Menu

PART A ~ FY06 TTF Budget Request

Screen 21 FY07 \$4 and \$1 Budget Request Totals

MC7W COIN BUDGET REQUEST 07/27/2006 16:17
V.08012006 FY: 2007 LOC: 003 OFF: 321 ALBEMARLE COUNTY

FY07 \$4 AND \$1 BUDGET REQUEST TOTALS

		\$4 AVAILABLE BALANCE	221,409
		\$4 REMAINING BALANCE	0

	LAND RECORDS	CIVIL OR CRIMINAL	TOTAL
\$4 EQUIPMENT REQUEST	0	0	0
\$4 SERVICES REQUEST	221,409	0	221,409
TOTAL \$4	221,409	0	221,409

\$1 EQUIPMENT REQUEST	0	0	0
\$1 SERVICES REQUEST	11,000	0	11,000
TOTAL \$1	11,000	0	11,000

\$4 AND \$1 EQUIPMENT	0	0	0
\$4 AND \$1 SERVICES	232,409	0	232,409
TOTAL \$4 AND \$1	232,409	0	232,409

F1=HELP F3=MENU F12=MAIN

Explanation The **F4** key displays TTF \$4 and \$1 budget request totals:

- \$4 Equipment and/or Services request(s) for land records;
- \$4 Equipment and/or Services request(s) for technology improvements in the Civil or Criminal Divisions;
- Total \$4 Equipment and/or Services request(s);
- \$1 Equipment and/or Services requests; and
- Total \$4 and \$1 Equipment and/or Services request(s).

Your total FY07 \$4 TTF budget request cannot exceed your FY07 \$4 available balance.

PF Keys

F1	Help screen
F3	TTF Main Menu
F12	COIN Main Menu

PART A ~ FY06 TTF Budget Request

Purpose Codes

TTF \$4 Equipment and Services

Code of Virginia, § 17.1-279, B, F

- BI** Developing and updating individual land records **automation plans** for individual circuit court clerks' offices;
- BII** Implementing automation plans to modernize land records in individual circuit court clerks' offices and provide **secure remote access to land records** throughout the Commonwealth;
- BIII** Obtaining and updating office automation and information technology **equipment**, including **software and conversion services**;
- BIV** Preserving, maintaining, and enhancing court records, including, but not limited to, the costs of **repairs, maintenance, service contracts, and system upgrades**; and
- BV** Improving **public access** to court records.
- F** Automation and technology improvements in the **Civil or Criminal Divisions**.

Contact **Lisa Carson** at the Compensation Board regarding a TTF budget request.

Phone (804) 225-3443

Email at lisa.carson@scb.virginia.gov

PART B ~ FY07 TTF Mid-Year Docket Request

3 Reasons **To Make** a FY07 TTF Mid-Year Docket Request

- You originally **elected to carryover** your \$4 available balance or did **not complete a TTF budget** in August. Now would like to request \$4 money for FY07. Complete Forms 1 and 4. In addition, complete Form 2 if budgeting for \$4 Equipment and/or Form 3 if budgeting for \$4 Services. Be sure to check the "Cancel Carryover" box on Form 2 and/or Form 3.
- You need **access to additional \$4 funds** than the amount you originally budgeted in August. Your total budget request cannot exceed your \$4 available balance for this fiscal year. Complete Form 2 if budgeting for \$4 Equipment and/or Form 3 if budgeting for \$4 Services. Be sure to check the "Additional \$4" box on Form 2 and/or Form 3.
- You are currently providing secure remote access to land records and would like to use **\$4 monies for Civil or Criminal Divisions**. Your total budget request cannot exceed your \$4 available balance for FY07. Complete Form 5. In addition, complete Form 2 if budgeting for \$4 Equipment and/or Form 3 if budgeting for \$4 Services. Choose Purpose Code F.

3 Reasons **Not to Make** a FY07 TTF Mid-Year Docket Request

- You would like to **transfer TTF funds** from your \$4 or \$1 Equipment budget to your \$4 or \$1 Services budget, or vice-versa. You do not need a docket action but you do need to put your request in writing (email or postal mail) for consideration by the Executive Secretary.
- You want to **add a vendor** to your \$4 or \$1 Services budget (but no additional request for money). No docket action is needed. Provide to the Compensation Board a written notice of the vendor name and contact information.
- You have previously budgeted for Services or Equipment in FY07 and now you need to **revise your budget(s)**. You do not need a docket request to make different purchases within the \$4 or \$1 Equipment budget or within the \$4 or \$1 Services budget. You do not need a docket action but you do need to put your request in writing (email or postal mail) for review by the Executive Secretary.

4 Steps in Making a FY07 TTF Mid-Year Docket Request

1. Carefully follow all instructions on the **forms**. Print or type information.
2. Clerks making a FY07 TTF Mid-Year Docket Request must make a **written request** to the Compensation Board on **court letterhead**, signed and dated by the Clerk. Concisely outline your request. Include the dollar amount and a description of the equipment or services, and purpose (for land records or Civil or Criminal Divisions). If requesting services, please supply vendor name.
3. **Fax all forms and letter** to the Compensation Board, (804) 371-0235, to the attention of Lisa Carson.
4. Check for Board action in the meeting minutes on the **website** the day after the scheduled monthly Board Meeting at <http://www.scb.virginia.gov/minutes.html>. Print specific pages of the minutes, if desired. The minutes of the meeting is the only confirmation that the Board acted on your request.

PART B ~ FY07 TTF Mid-Year Docket Request

	Form Title	Form Purpose
<i>Form 1</i>	FY07 \$4 Carryover-to-Budget	To cancel a FY07 TTF carryover request and transfer TTF available balance to current-year budget.
<i>Form 2</i>	FY07 \$4 Equipment Request	To request funds for equipment - this <u>does not</u> include equipment purchased by a vendor under a signed services contract.
<i>Form 3</i>	FY07 \$4 Services Request	To request funds for vendor services - this <u>does</u> include equipment if purchased under a signed services contract.
<i>Form 4</i>	FY07 Secure Remote Access Security Standards Certification	Complete in the middle of fiscal year if no previous TTF budget was submitted in August. Complete if originally elected to carryover TTF.
<i>Form 5</i>	FY07 \$4 for Civil or Criminal Divisions	Complete if providing secure remote access to land records and requesting TTF money for automation and technology improvements in the Civil or Criminal Divisions.

Helpful Tips:

- Compensation Board meetings are usually scheduled for the **third Wednesday morning** of the month. Check the monthly meeting schedule at <http://www.scb.state.va.us/cal.html>. Make your docket request at the beginning of the month for action in that same month.
- Call or email Lisa Carson after faxing your TTF Mid-Year Docket Request letter and form(s) to make certain the Compensation Board has received your request.
- Call or email **Lisa Carson** at the Compensation Board for customer service regarding a **FY07 TTF Mid-Year Docket Request**:
 Phone (804) 225-3443
 Email at lisa.carson@scb.virginia.gov.
- For questions regarding monthly **TTF reimbursement**, contact **Paige Christy**:
 Phone (804) 225-3442
 Email at paige.christy@scb.virginia.gov.

PART B ~ FY07 TTF Mid-Year Docket Request

Form 1

FY07 \$4 Carryover-to-Budget

Instructions: Complete Form 1 if you originally elected to carryover your \$4 available balance to FY08 and now you are requesting to budget your \$4 available balance for FY07. If budgeting for the first time in FY07, you must also complete Form 4.

To cancel your carryover election and transfer TTF funds to current-year budget:

I certify to the best of my knowledge and belief that the process utilized to procure any equipment or services for which payment will be made using funds requested herein is in conformance with the Virginia Public Procurement Act, § 11-35 et. seq., Code of Virginia. This request represents anticipated equipment and services funding needs for the current fiscal year. I have provided my local governing body with a copy of all documentation and justification for my budgeting request.

Current FY07 \$4 TTF Available Balance	\$	Move to FY07 \$4 Budget	\$
--	----	----------------------------	----

Clerk's Name (print) _____

Clerk's Signature _____

Locality Name _____

Locality Code _____ Date _____

Important – If you did not originally budget your \$4 available balance in August 2006, then the Compensation Board did not request the Department of Planning and Budget to include your funds in the September appropriation request for TTF. This means that mid-year access to your available TTF funds is not guaranteed. "FY07 \$4 Carryover-to-Budget" requests will be approved on a case-by-case basis and on the availability of unencumbered funds.

PART B ~ FY07 TTF Mid-Year Docket Request

Form 2

FY07 \$4 Equipment Request

Instructions: Complete Form 2 if you are requesting \$4 for equipment purchases in FY07. Request TTF for Equipment if you are buying the equipment directly and NOT through a services vendor with whom you have signed a services contract. If you are budgeting TTF for the first time in FY07, then you must also complete Form 4.

Clerk's Name (print) _____

Clerk's Signature _____

Locality Name _____

Locality Code _____ Date _____

Current FY07
\$4 TTF
Available
Balance \$ _____

Choose Request : ☐ Cancel Carryover: Move to FY07 Budget
☐ Need Additional \$4 for Equipment

*Equipment Description	Purpose Code	Unit Cost	Quantity	Total Cost
		\$		\$
		\$		\$
		\$		\$
		\$		\$

*Does not include equipment purchased by a vendor with whom you have signed a services contract.

Total TTF EQUIPMENT Request: \$ _____
(Do not exceed current \$4 available balance.)

Purpose Codes BI-V apply to land records automation. Purpose Code F applies to technology improvements in Civil or Criminal Divisions.

Purpose Codes for Equipment and/or Services Requests from TTF § 17.1-279 (B, F) Code of Virginia

- BI** Developing and updating individual land records **automation plans** for individual circuit court clerks' offices;
- BII** Implementing automation plans to modernize land records in individual circuit court clerks' offices and provide **secure remote access to land records** throughout the Commonwealth;
- BIII** Obtaining and updating office automation and information technology **equipment**, including **software and conversion services**;
- BIV** Preserving, maintaining, and enhancing court records, including, but not limited to, the costs of **repairs, maintenance, service contracts, and system upgrades**; and
- BV** Improving **public access** to court records.
- F** Automation and technology improvements in the **Civil or Criminal Divisions**.

PART B ~ FY07 TTF Mid-Year Docket Request

Form 3

FY07 \$4 Services Request

Instructions: Complete Form 3 if you are requesting \$4 for the purchase of services in FY07. Request TTF for Services if you are purchasing equipment and/or services through a service vendor with whom you have signed a services contract. If you are budgeting TTF for the first time in FY07, then you must also complete Form 4.

Clerk's Name (print) _____

Clerk's Signature _____

Locality Name _____

Locality Code _____ Date _____

Current FY07

\$4 TTF

Available

Balance \$ _____

Choose
Request
:

☐

Cancel Carryover: Move to FY07 Budget

☐

Need Additional \$4 for Services

Vendor Name	*Services Description	Purpose Code	Total Cost
			\$
			\$
			\$
			\$

*Services include equipment if purchased by a vendor with whom you have signed a services contract.

Total TTF SERVICES Request: \$ _____
(Do not exceed current \$4 available balance.)

Purpose Codes BI-V apply to land records automation. Purpose Code F applies to technology improvements in Civil or Criminal Divisions.

Purpose Codes for Equipment and/or Services Requests from TTF

§ 17.1-279 (B, F) Code of Virginia

- BI** Developing and updating individual land records **automation plans** for individual circuit court clerks' offices;
- BII** Implementing automation plans to modernize land records in individual circuit court clerks' offices and provide **secure remote access to land records** throughout the Commonwealth;
- BIII** Obtaining and updating office automation and information technology **equipment**, including **software and conversion services**;
- BIV** Preserving, maintaining, and enhancing court records, including, but not limited to, the costs of **repairs, maintenance, service contracts, and system upgrades**; and
- BV** Improving **public access** to court records.
- F** Automation and technology improvements in the **Civil or Criminal Divisions**.

PART B ~ FY07 TTF Mid-Year Docket Request

Form 4

FY07 Secure Remote Access Security Standards Certification

Instructions: Complete Form 4 if you have not previously budgeted TTF in the current fiscal year. This certification is required if budgeting for TTF. Answer Part 1. Proceed to Part 2 if answer **Yes** or Part 3 if answer **No**. Do not complete both Parts 2 and 3.

Part 1 - My office currently provides secure remote access to land records on a court-controlled website. ☐ Yes ☐ No

Part 2 – Yes, I am currently providing secure remote access to land records: Pursuant to § 17.1-279 D and 2.2-3808.2, Code of Virginia, and in accordance with the Virginia Information Technologies Agency (VITA) document “Security Standards for Remote Access to Court Documents”, (ITRM Standard SEC503-02, dated March 28, 2005), and any previous revisions thereto, I certify that:

- This court’s website and supporting computer network or system are in compliance, and
- Any proposed technology improvements to land records on a court-controlled website will accommodate secure remote access to land records on or before July 1, 2007.

Clerk’s Name (print) _____

Clerk’s Signature _____

Locality Name _____

Locality Code _____ Date _____

Part 3 – No, I am not currently providing secure remote access to land records: Pursuant to § 17.1-279 D and 2.2-3808.2, Code of Virginia, and in accordance with the Virginia Information Technologies Agency (VITA) document “Security Standards for Remote Access to Court Documents”, (ITRM Standard SEC503-02, dated March 28, 2005), and any previous revisions thereto, I certify that:

- This court’s website and supporting computer network or system will be in compliance, and
- My request for TTF monies is based upon my intent to provide secure remote access to land records on or before July 1, 2007.

Clerk’s Name (print) _____

Clerk’s Signature _____

Locality Name _____

Locality Code _____ Date _____

PART B ~ FY07 TTF Mid-Year Docket Request

Form 5

FY07 \$4 for Civil or Criminal Divisions

Instructions: Complete Form 5 if requesting FY07 \$4 for Civil or Criminal Divisions.

TTF for Civil or Criminal Divisions if Providing Secure Remote Access to Land Records on or before July 1, 2007. Pursuant to § 17.1-279 F, Code of Virginia, if a Circuit Court Clerk has provided secure remote access to land records on or before July 1, 2007, then that clerk may apply to the Compensation Board for an allocation from the Technology Trust Fund for automation and technology improvements in the Civil or Criminal Division of his office.

I certify compliance with § 17.1-279 F, Code of Virginia, and I elect to budget TTF for Civil or Criminal Divisions. ☐ Yes ☐ No

Current FY07 TTF \$4 Available Balance	\$	FY07 TTF \$4 Request for Civil or Criminal Divisions	\$
---	----	--	----

Total requests for land records and Civil or Criminal Divisions cannot exceed your FY07 \$4 available balance.

Clerk's Name (print) _____

Clerk's Signature _____

Locality Name _____

Locality Code _____ Date _____

Contact Lisa Carson at the Compensation Board regarding a FY07 TTF Mid-Year Docket Request:

Phone (804) 225-3443

Email at lisa.carson@scb.virginia.gov.

PART C ~ FY07 TTF Monthly Reimbursement

TTF reimbursement is available from October through June during the monthly reimbursement period in COIN. If reimbursement requests are approved, TTF payments are sent to localities on a monthly basis along with other Compensation Board funds. **TTF does not prepay technology expenditures.** The Compensation Board makes a TTF reimbursement payment to the Treasurer or Director of Finance of the locality who, in turn, makes payment to the Clerk's office. Reimbursement steps for Clerks' offices are shown below.

TTF is a line item reimbursement system. **TTF reimbursement requests must use the same line item categories as originally budgeted for in August 2006.**

Reimbursement Steps

- Step 1* Clerk receives invoice from the vendor for payment.
- Step 2* Clerk forwards invoice to local governing body for payment.
- Step 3* Treasurer or Director of Finance pays the invoice.
- Step 4* Clerk enters amount of invoice (not to exceed the FY07 \$4 Available Balance or \$1 Fund request) into COIN. Provide specific budget and line item identifying information from which the expenditure is to taken:
- Budget - Choose \$4 or \$1 Equipment; Choose \$4 or \$1 Services.
 - Line item - Provide description and quantity for equipment; provide vendor and description for services.
- Step 5* Payment from the Compensation Board is sent to Treasurer or Director of Finance to be deposited in a special account for TTF.
- Step 6* Clerk retains a copy of the invoice for documentation.

For questions regarding TTF reimbursement, contact Paige Christy at (804) 225-3442 or by email at paige.christy@scb.virginia.gov.

PART C ~ FY07 TTF Monthly Reimbursement

The Compensation Board can reimburse for technology improvements for land records and improvements in the Civil or Criminal Divisions, pursuant to § 17.1-279 (B, F) Code of Virginia.

Purpose Codes

Purpose Codes for Equipment and/or Services Requests from TTF

§17.1-279, Sections B and F, Code of Virginia

- | | |
|-------------|---|
| BI | Developing and updating individual land records automation plans for individual circuit court clerks' offices; |
| BII | Implementing automation plans to modernize land records individual circuit court clerks' offices and provide secure remote access to land records throughout the Commonwealth; |
| BIII | Obtaining and updating office automation and information technology equipment , including software and conversion services ; |
| BIV | Preserving, maintaining, and enhancing court records, including, but not limited to, the costs of repairs, maintenance, service contracts, and system upgrades ; and |
| BV | Improving public access to court records. |
| F | Automation and technology improvements in the Civil or Criminal Divisions . |

The Code of Virginia further stipulates that TTF ***“funds shall not be used for personnel costs within the Circuit Court Clerks’ offices”***. Funding to hire employees to perform technology trust fund services, such as indexing or scanning, should be requested under the Services Budget with the locality listed as vendor or hiring agent. TTF reimbursements will be made to the locality and not the Circuit Court Clerk's office.

PART C ~ FY07 TTF Monthly Reimbursement

Screen 22 COIN Main Menu

The screenshot shows a web browser window titled "ResQPortal TEST [ResQNet.com] - Microsoft Internet Explorer". The address bar displays "http://ditmvs3.state.va.us/servlet/resqportal/resqportal". The main content area has a light blue background and displays the following text:

MAIN-A COIN MAIN MENU 07/28/2006 12:32
V.08012006 LOC: 000 OFF: 000 COMPENSATION BOARD - STAFF

A list of menu options is displayed:

1. SYSTEM MAINTENANCE
2. BUDGET REQUEST PROCESSING
3. REIMBURSEMENT PROCESSING
4. PERSONNEL PROCESSING
5. REPORTS
6. INQUIRY
7. TTF BUDGET REQUEST

Below the list, there is a field labeled "TTF FISCAL YEAR" with the value "2007" entered. Below that, there is a field labeled "OPTION:" with a yellow cursor. At the bottom, there is a section for "BROADCAST MESSAGES:" with the date "12/31/2004" and the text "WELCOME TO THE COIN PRODUCTION REGION."

On the right side of the screen, there is a vertical sidebar with the "ResQ Portal" logo and a list of buttons: Enter, Clear, Exit, F1, F2, F3, F4, F5, F6, F7, F8, F9, F10, F11, F12, and Help.

TTF Main Menu Enter **3** to choose the Reimbursement Processing sub-system.

Option Press **ENTER** to continue to the Technology Trust Fund Main Menu.

PART C ~ FY07 TTF Monthly Reimbursement

Screen 23 Reimbursement Processing Menu

The screenshot shows a web browser window titled "ResQ Portal TEST [ResQNet.com] - Microsoft Internet Explorer". The address bar displays "http://dtkmvs3.state.va.us/servlet/resqportal/resqportal". The main content area shows the following text:

MCRO-A COIN REIMBURSEMENT PROCESSING 2006-07-27 14:49
V.04062006 CY: 2006 MO: 06 LOC: 063 OFF: 321 FLOYD COUNTY

REIMBURSEMENT PROCESSING MENU

1. PERMANENT/TEMPORARY PERSONNEL MENU
2. OFFICE EXPENSES
3. CLERK'S TTF EQUIPMENT/SERVICES
4. ADDITIONAL ALLOWANCES
5. REIMBURSABLE BALANCES
6. CERTIFY REIMBURSEMENT
7. APPROVE REIMBURSEMENT
8. COMMENTS
9. FUND TRANSFER MENU
10. SUBSTITUTE PROSECUTOR MENU
11. CLERK'S EXCESS FEES
12. REIMBURSEMENT PAYMENTS MENU
13. COMPENSATION BOARD FUNCTIONS

OPTION:

At the bottom, there are function key shortcuts: F1=HELP, F2=AUTH BUDGET, F3=MENU, F4=TOTALS, F9=RATES, F12=MAIN.

On the right side of the screen, there is a vertical toolbar with buttons: Enter, Clear, Exit, F1, F2, F3, F4, F5, F6, F7, F8, F9, F10, F11, F12, and Help.

Reimbursement Processing

Option 3 is the Reimbursement Processing sub-system.

Locality

Enter the **three-digit code** for your locality.

Office

Enter **321** for the Clerk's office code.

Option

Select **3** for TTF Reimbursement for Equipment and/or Services and press **ENTER**.

PF Keys

- F1 Help screen
- F2 Authorized Budget screen
- F3 Previous screen
- F9 Rates
- F12 COIN Main Menu

PART C ~ FY07 TTF Monthly Reimbursement

Screen 24

FY07 Equipment and Services Expense Request

ResQPortal TEST [ResQNet.com] - Microsoft Internet Explorer

Address: http://idtmvs3.state.va.us/servlet/resqportal/resqportal

MCR3-A COIN REIMBURSEMENT PROCESSING 07/27/2006 14:50
V.07272006 CY: 2006 MO: 06 LOC: 063 OFF: 321 FLOYD COUNTY

EQUIPMENT EXPENSE REQUEST

CATEGORY:

TTF	IT AVAIL	REQ	REP/	DESCRIPTION/	REIMBURSED	EXPENDED
TYPE	QTY	QTY	NEW	VENDOR NAME	UNIT COST	AMOUNT

ENTER F10 FOR EQUIPMENT TOTALS

F1=HELP F2=ATH BDG F3=MENU F5=FRST F6=LST F7=PRV F8=NXT F9=RATES F12=MAIN

ResQ Portal

Enter
Clear
Exit
F1
F2
F3
F4
F5
F6
F7
F8
F9
F10
F11
F12
Help

Reimbursement

Option 3 is the TTF Reimbursement screen. This screen is a request for reimbursement for Equipment, Services, or both. Note the authorized (**AUT**) amount in the equipment column and/or services column. This is the amount the Clerk budgeted for equipment and/or services in August. You may request reimbursement up to but not exceeding the authorized amount for equipment and/or services categories. **YTD** is your TTF expenditures year-to-date. **Bal** is your TTF Available Balance (AUT minus YTD).

Use your **FY07 TTF budget** (requested in August 2006) to remember the line items used in COIN. Reimbursement is made using the same line items.

Use the "Tab" key to move from field to field. You may enter equipment description and/or services description. You may enter up to 20 alpha-numeric characters. Do not enter symbols, such as \$ or &, and no commas, periods, or slashes.

Category

Enter **E** for equipment or **S** for services for your reimbursement request.

Equipment

Indicate either **\$4** or **\$1** equipment reimbursement request.

Enter a brief **description** of the equipment.

Enter the **quantity** of the equipment item. This field is limited to 3 numeric characters.

Enter the **unit cost** of the equipment item including dollars and cents.

Service

Indicate either **\$4** or **\$1** services reimbursement request.

Enter the services **vendor** name.

Enter a brief **description** of services to be purchased.

Enter the **total cost** of the service including dollars and cents.

PART C ~ FY07 TTF Monthly Reimbursement

PF Keys

F1	Help screen
F2	Authorized Budget screen
F3	Reimbursement Menu
F7	Previous screen
F9	Rates
F12	COIN Main Menu

Contact **Paige Christy** at the Compensation Board for questions regarding monthly **TTF reimbursement**:

Phone (804) 225-3442

Email at paige.christy@scb.virginia.gov

Code of Virginia

§ [17.1-279](#). Additional fee to be assessed by circuit court clerks for information technology.

A. In addition to the fees otherwise authorized by this chapter, the clerk of each circuit court shall assess a \$5 fee, known as the "Technology Trust Fund Fee," in each civil action, upon each instrument to be recorded in the deed books, and upon each judgment to be docketed in the judgment lien docket book. Such fee shall be deposited by the State Treasurer into a trust fund. The State Treasurer shall maintain a record of such deposits.

B. Four dollars of every \$5 fee shall be allocated by the Compensation Board from the trust fund for the purposes of: (i) developing and updating individual land records automation plans for individual circuit court clerks' offices; (ii) implementing automation plans to modernize land records in individual circuit court clerks' offices and provide secure remote access to land records throughout the Commonwealth; (iii) obtaining and updating office automation and information technology equipment including software and conversion services; (iv) preserving, maintaining and enhancing court records, including, but not limited to, the costs of repairs, maintenance, service contracts and system upgrades; and (v) improving public access to court records. The Compensation Board in consultation with circuit court clerks and other users of court records shall develop and update policies governing the allocation of funds for these purposes. However, such funds shall not be used for personnel costs within the circuit court clerks' offices. The Compensation Board policies governing the allocation of funds shall require that a clerk submit to the Compensation Board a written certification that the clerk's proposed technology improvements of his land records will provide secure remote access to those land records on or before July 1, 2007.

The annual budget submitted by each circuit court clerk pursuant to § [15.2-1636.7](#) may include a request for technology improvements in the upcoming fiscal year to be allocated by the Compensation Board from the trust fund. Such request shall not exceed the deposits into the trust fund credited to that locality. The Compensation Board shall allocate the funds requested by the clerks in an amount not to exceed the deposits into the trust fund credited to their respective localities.

C. The remaining \$1 of each such fee may be allocated by the Compensation Board from the trust fund (i) for the purposes of funding studies to develop and update individual land-records automation plans for individual circuit court clerks' offices, at the request of and in consultation with the individual circuit court clerk's offices, and (ii) for the purposes enumerated in subsection B to implement the plan to modernize land records in individual circuit court clerks' offices and provide secure remote access to land records throughout the Commonwealth. The allocations pursuant to this subsection may give priority to those individual clerks' offices whose deposits into the trust fund would not be sufficient to implement its modernization plan. The Compensation Board policies governing the allocation of funds shall require that a clerk submit to the Compensation Board a written certification that the clerk's proposed technology improvements of his land records will provide secure remote access to those land records on or before July 1, 2007.

D. Secure remote access to land records shall be by paid subscription service through individual circuit court clerk's offices pursuant to § [17.1-276](#), or through designated application service providers. Compliance with security standards developed by the Virginia Information Technologies Agency pursuant to § [2.2-3808.2](#) shall be certified by the individual circuit court clerks' offices to the Virginia Information Technologies Agency and the Compensation Board. The individual circuit court clerk's office or its designated application service provider shall certify compliance with such security standards. Nothing in this section shall prohibit the Compensation Board from allocating trust fund

Code of Virginia

money to individual circuit court clerks' offices for the purpose of complying with such security standards.

E. Such fee shall not be assessed to any instrument to be recorded in the deed books nor any judgment to be docketed in the judgment lien docket books tendered by any federal, state or local government.

F. If a circuit court clerk provides secure remote access to land records on or before July 1, 2007, then that clerk may apply to the Compensation Board for an allocation from the Technology Trust Fund for automation and technology improvements in the civil divisions, or the criminal division, of his office. Such request shall not exceed the deposits into the trust fund credited to that locality. The Compensation Board in approval of such application shall consider what local funds have been spent by the jurisdiction to accelerate the implementation of the technology plan approved by the Virginia Information Technologies Agency in each circuit court clerk's office.

G. Information regarding the technology programs adopted by the circuit court clerks shall be shared with the Virginia Information Technologies Agency, The Library of Virginia, and the Office of the Executive Secretary of the Supreme Court.

H. Nothing in this section shall be construed to diminish the duty of local governing bodies to furnish supplies and equipment to the clerks of the circuit courts pursuant to § [15.2-1656](#). Revenue raised as a result of this section shall in no way supplant current funding to circuit court clerks' offices by local governing bodies.

I. Effective July 1, 2006, except for transfers pursuant to this section, there shall be no transfers out of the fund, including transfers to the general fund.

(1996, c. 431, § 14.1-125.2; 1997, c. 675; 1998, c. 872; 2000, cc. 440, 446; 2002, cc. 140, 250, 637; 2003, cc. 205, 865, 981, 1021; 2004, c. 676; 2005, cc. 681, 738; 2006, c. 647.)

§ [2.2-3808.2](#). Posting and availability of certain information on the Internet; prohibitions.

A. Beginning January 1, 2004, no court clerk shall post on a court-controlled website any document that contains the following information: (i) an actual signature; (ii) a social security number; (iii) a date of birth identified with a particular person; (iv) the maiden name of a person's parent so as to be identified with a particular person; (v) any financial account number or numbers; or (vi) the name and age of any minor child.

B. Each such clerk shall post notice that includes a list of the documents routinely posted on its website.

C. Nothing in this section shall be construed to prohibit access to any original document as provided by law.

D. This section shall not apply to the following:

1. Providing secure remote access to any document among the land records by means of a network or system that complies with security standards developed by the Virginia Information Technologies

Code of Virginia

Agency in consultation with the circuit court clerks, the Executive Secretary of the Supreme Court, the Compensation Board, interested citizens, and users of land and other court records. Such standards shall include, but not be limited to, a requirement, as a precondition for access, for registration by users in person or by means of a notarized or otherwise sworn application that establishes the prospective user's identity, business or residence address, and citizenship status;

2. Postings related to legitimate law-enforcement purposes;
3. Postings of historical, genealogical, interpretive, or educational documents and information about historic persons and events;
4. Postings of instruments and records filed or recorded prior to 1905; and
5. Providing secure remote access to any person and his counsel to documents filed in matters to which such person is a party.

E. As used in this section, "land records" means any writing authorized by law to be recorded on paper or in electronic format which the clerk records affecting title to real property.

F. Nothing in this section shall prohibit the Supreme Court or any other court from providing online access to a case management system which may include abstracts of case filings and proceedings in the courts of the Commonwealth.

G. The clerk of the circuit court of any jurisdiction shall be immune from suit arising from any acts or omissions relating to providing remote access on the Internet pursuant to this section unless the clerk was grossly negligent or engaged in willful misconduct.

This subsection shall not be construed to limit, withdraw or overturn any defense or immunity already existing in statutory or common law, or to affect any cause of action accruing prior to the effective date of this subsection.

(2003, c. 988; 2004, c. 676; 2005, cc. 763, 798; 2006, c. 647.)